

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



NEW ZEALAND SEARCH AND RESCUE (NZSAR) COUNCIL

TERMS OF REFERENCE

Purpose:

To provide national level strategic governance, oversight and leadership to the New Zealand Search and Rescue (SAR) system, to support the current and future needs.

Objectives:

- Lead and coordinate the New Zealand search and rescue system to ensure it is delivering well governed, adaptable and scalable search and rescue services
- Set a clear vision, mission, goals and strategic plan for the New Zealand search and rescue system
- Maintain oversight of system needs and capabilities to influence investment decisions of agencies and NGOs
- Provide strategic advice and highlight risks and issues within the New Zealand search and rescue system to agencies, NGOs and government
- Develop and maintain the NZSAR Operational Framework
- Monitor and report on SAR trends, risks, data, finances, system performance, and obligations to:
 - Assure we have the systems and processes in place to optimise search and rescue outcomes.
 - Understand and improve system performance.
 - Provide information to agencies and NGOs to support them with their activities.
 - Ensure the New Zealand search and rescue system is addressing system risks, is aligned with adjacent systems and incorporates lessons learned.
- Monitor delivery against New Zealand's national and international SAR obligations.
- Set the Council's work programme and ensure its effective delivery.

Membership and Composition

The Council's membership is composed of the Chief Executives of the following government agencies:

- Ministry of Transport (Chair)
- New Zealand Police
- New Zealand Defence Force
- Maritime New Zealand
- Civil Aviation Authority
- Department of Conservation
- Fire and Emergency New Zealand

The Council will also include a non-government Independent Member who is selected by the Council for a two-year term to:

- Contribute to the Council's strategic leadership, policy and advisory functions.
- Support the consideration of non-governmental areas of the SAR sector at the Council.
- Be a conduit for Council thinking back to the wider SAR sector.

Attendance at Council meetings can be delegated to second tier (or appropriate senior representative). Where representation is delegated, organisations are expected to be consistent in their representation to ensure familiarity with, and continuity in matters before the Council.

Council members are expected to take a strategic view in their discussions ahead of their separate organisational search and rescue interests.

Decisions will be made by consensus.

Quorum

The Council quorum is a minimum of four Council Members.

Out of Scope

The following are outside the scope of the Council:

- Provide operational coordination during a Search and Rescue incident.
- Provide operational guidance to individual NZSAR agencies on the performance of their responsibilities.
- Provide prevention assurance.
- Deliver prevention programmes.

Council Governance Groups

The NZSAR Council will be supported by:

- An Operational Leadership Group
- A Strategy Advisory Group

Each group works to a terms of reference agreed by the Council.

The Council may establish ad hoc governance or working groups to support in the delivery of its strategy as needed.

Meetings

The Council will generally meet up to four times a year. The Chair may call additional meetings as required.

An agenda and related papers will be circulated to members five working days before the relevant meeting.

Minutes of meetings and a record of decisions made will be kept and confirmed at the next meeting of the Council.

Conflicts of Interest

Occasionally, potential or actual conflicts of interest may arise between Council members (or the organisations they represent) and the delivery of the Council's objectives. In such cases, members (or their representatives) should declare the potential conflict of interest to the Chair.

Secretariat

The Council is supported by the NZSAR Secretariat. The Secretariat provides the Council with support services, advice and implements work as commissioned by the Council or its governance groups.